

INSTRUCTIONS

Any motion as provided by the District of Columbia Zoning Regulations (11 DCMR Zoning) that is not completed in accordance with the following instructions shall not be accepted.

1. All applications shall be made on BZA Form 126. All motion forms must be completely filled out and be typewritten or printed. All information shall be furnished by the Maker of the Motion. If additional space is necessary, use separate sheets of 8½" x 11" paper to complete the form (drawings and plans may be no larger than 11"x 17").
2. Present this form and supporting documents, in person, to the Office of Zoning at 441 4th Street, N.W., Suite 210, Washington, D.C. 20001.
3. ***REQUIRED information to be submitted when making a motion submission, includes one (1) original and twenty (10) copies of the following:***
 - A. All Makers of Motions are required to state what they would like the Board to do and submit in specific detail each and every reason why the Board should grant the motion and reference the relevant Sections of the Title 11 DCMR Zoning Regulations and/or Map.
 - B. A detailed statement at the time of filing explaining how the Maker of the Motion intends on proving their case.
 - C. Any other details, plans, or statements pertinent to the motion required by the Director of the Office of Zoning and the Rules of Practice and Procedures before the Board of Zoning Adjustment of the District of Columbia.

Note: All Makers of Motions are required at the time of filing to serve all parties and participants, including the Appellant, Appellee, Party, Intervener, and to serve Ms. Ellen McCarthy of the Office of Planning and Mr. Alan Bergstein of the Office of Corporation Counsel, etc.



BEFORE THE BOARD OF ZONING ADJUSTMENT OF THE DISTRICT OF COLUMBIA



MOTION

Notice: See other side of motion form for instructions.

Applicant, Appellant, Appellee, Party, Intervener

vs.

Applicant, Appellant, Appellee, Party, Intervener

Motion of:

(state what you want the Board to do)

Points and Authorities:

(state the each and every reason why the Board should grant your motion, including relevant references to the Zoning Regulations or Map)

CERTIFICATE OF SERVICE

I hereby certify that on this

(date)

day of

(month)

(year)

, ,

I served a copy of the forgoing Motion on each

entity that has requested party status; or entities that have be granted party status – on the above referenced BZA case via



First-class mail



Hand delivery



Other

(specify)

(ATTACH A LIST OF PARTIES SERVED)

Signature:

Applicant *

Print Name:

Firm/Organization

Address:

* In the event an authorized agent files a motion on the behalf of the maker of the motion, a letter signed by the maker of the motion authorizing the agent to act on his/her behalf shall accompany the notice of application.

To be notified of hearing and decision: (Maker of Motion or Authorized Agent)*

Name:

Address:

Phone No.:

Fax No.:

E-Mail:

ANY APPLICATION THAT IS NOT COMPLETED IN ACCORDANCE WITH THE INSTRUCTIONS ON THE BACK OF THIS FORM WILL NOT BE ACCEPTED.